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Cap. 3

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

March 16, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 23

To: Branch and Division Chiefs and Regional Administrators

From: F. J. Hughes, Chief, Administrative Services Division

Subject: Transportation of Household Goods

SECTION I - GENERAL

- A. The purpose of this Memorandum is to provide information concerning, and procedure governing, the transportation of household goods of officers and employees when transferred from one official station to another for permanent duty.
- B. The regulations governing the allowance and payment from Government funds of expenses authorized by law for the packing, crating, drayage, transportation, and unpacking of household goods and personal effects of civilian officers and employees upon permanent changes of official headquarters are prescribed by Executive Order No. 8588, dated November 7, 1940, and Executive Order No. 9122, dated April 6, 1942. A copy of Executive Order No. 8588, carrying the revised language of SECTIONS 5, 6, 11 and 12 as amended by Executive Order No. 9122, is attached.
- C. The responsibility for handling all matters requiring action in Washington relating to the transportation of household goods, with the exception of the letters of authorization and the payment of accounts, is vested in the Procurement Section of the Administrative Services Division.
- D. The contracts for transportation of officers' and employees' household goods between two field points may be awarded by the Chiefs of the Regional Administrative Services Divisions, provided the amount of any single contract does not exceed \$500.00.

SECTION II - AUTHORITY

- A. The transportation of household goods at Government expense may be made only when specifically authorized in advance by the Secretary of Agriculture.
- B. When it is determined to transport an officer's or employee's household goods and personal effects at Government expense, a letter of authorization should be submitted promptly through regularly established channels for approval by the Secretary, and request made by the Administrative Officer or the Regional Administrative Services Division, as the case may be, for initiating action to secure bids. Post approval will be granted only in unusual circumstances if satisfactorily explained.

- C. The final consummation of a contract to cover transportation of household goods and personal effects will not be made unless and until the letter of authorization has been approved by the Secretary.
- D. No action should be taken by an officer or employee to actually have his household goods and personal effects packed or moved until receipt of advice from the Administrative Officer, after clearance with the Procurement Section, Administrative Services Division, or the Regional Administrative Services Division concerned as to the name of the successful bidder.

SECTION III - MEANS OF SHIPMENT

- A. The transportation of household goods and personal effects of an officer or employee shall be made by the most economical method, taking into consideration the costs of packing, crating, drayage, unpacking, and uncrating. This may involve either transportation by motor van, rail, water, or rail and water, depending on whichever is the most economical.
- B. An officer or employee may, however, elect to have his effects moved by some means other than that determined to be the most economical by paying the difference between the lowest available charges and the charges by the preferred means.
- C. Shipment by express, when deemed in the interest of the Government and specifically authorized in advance by the Secretary, may be made of articles required for immediate use at the new official station (such as professional books, wearing apparel, bedding or kitchen utensils, but not furniture or jewelry), which shall in no case exceed a weight of 500 pounds for officers or employees having dependents living with them or 250 pounds for officers or employees having no dependents living with them. Except in unusual cases, authority for such shipments will not be recommended by the Administration when the furniture and other household goods are to be transported by motor van.
- D. All shipments will be made on a Government bill of lading regardless of whether by the most economical means, partially by express, or by the method elected by the officer or employee.

SECTION IV - SHIPMENT FROM POINTS OTHER THAN OFFICIAL STATION

- A. An officer or employee may have his household goods moved from the last official station or from some previous place of residence, or partially from both. For this purpose, the term "official station" is construed to include any point from which the officer or employee commutes daily to his official post of duty.
- B. If shipment is from other than the last official station, the cost to the Government shall not exceed the cost of shipment in one lot by the most economical route from the last official station to the new. The officer or employee will be required, when the shipment involves a greater cost, to reimburse the Government for the excess cost immediately upon completion of the shipment.

SECTION V - MAXIMUM WEIGHT AND/OR MEASUREMENT ALLOWANCES FOR TRANSPORTATION

- A. The maximum weight and/or measurement allowances for which costs of transportation will be assumed by the Government are defined in Section 2 of Executive Order No. 8588.
- B. With few exceptions, the transportation of household goods will be on a weight basis by either motor van or rail. The weight limit for an officer or employee who has dependents living with him will be 5000 pounds by motor van and 6250 pounds by rail, and for an officer or employee who does not have any dependents residing with him, the weight limit will be 2500 pounds by motor van and 3125 pounds by rail.
- C. If the household goods to be transported will likely exceed the maximum weight and/or measurement allowances, the officer or employee must agree in advance to reimburse the Government for the amount in excess of the applicable limitation.
- D. Excess costs payable by the officer or employee will be computed from the total charges according to the ratio of excess weight to the total weight of the shipment.

SECTION VI - ALLOWANCES FOR PACKING, CRATING, UNPACKING, UNCRATING, AND DRAYAGE

- A. The actual costs of packing, crating, unpacking, and uncrating will be allowed in connection with shipment by rail or water or rail and water, and also for drayage to and from the common carrier where door-to-door common carrier rates are not applicable, except that if the weight and/or measurement of the shipment exceeds the limitation allowable under the regulations, the officer or employee will be required to pay for the excess according to its ratio to the total weight and/or measurement of the shipment.

SECTION VII - ITEMS NOT ALLOWABLE

- A. The transportation of such items as groceries, provisions, wines, liquors, animals not necessary in the performance of official duties, birds, or automobiles may not be made at Government expense.
- B. No expenses may be allowed for the transportation of property acquired en route from the last official station to the new.

SECTION VIII - STORAGE

- A. Any charges for storage of household goods at point of origin, en route, or at destination must be borne by the officer or employee. Likewise, any charges for moving from residence to storage at point of origin or from storage to residence at destination must be assumed by the officer or employee.
- B. If household goods are to be moved from a warehouse, the officer or employee should make arrangements with the manager for their release.

SECTION IX - VALUATION

- A. The valuation of household goods and personal effects as declared for shipping purposes at Government expense shall not exceed that at which the lowest freight rates will apply.
- B. Officers and employees are cautioned, whenever having their household goods transported at Government expense, to see that they have sufficient insurance coverage. All costs over and above release at the lowest rate must be assumed by the officer or employee.

SECTION X - DAMAGES IN TRANSIT

- A. Any damage to household goods in transit is a matter solely for settlement between the officer or employee and the carrier. The Government may not enter a claim nor can it make deduction from the amount due the carrier. The Government also may not withhold payment, if demanded, pending settlement of a claim for damages between the officer or employee and the carrier.

SECTION XI - COMPETITION

- A. In view of the requirement that transportation of household goods at Government expense must be made by the most economical means, it is the policy of the Department, as well as this Administration, to require formal competition in each case. The only exception to this policy will be where an officer or employee does not have, generally speaking, any household goods, but merely personal effects.
- B. The Department has promulgated Standard Specification No. 2001, revised January 23, 1943, copy of which is attached, for use in soliciting bids on the transportation of household goods. The specification provides for submission of bids on packing and crating for rail shipment and for drayage at point of origin, and also for packing, transporting, and delivering in commercial motor van. Copies of the specification for use in the field may be secured as required from the Regional Administrative Services Divisions.

SECTION XII - PREPARATION AND ISSUANCE OF INVITATION

- A. The invitation will be prepared by the Procurement Section and issued through the Division of Purchase, Sales, and Traffic of the Department when shipment is from Washington to some field point. When shipment is to be made between two field points or from the field to Washington, the officer or employee, unless stationed in the same City as the regional office, will be supplied by the Regional Administrative Services Division with copies of an over-printed invitation for bids and instructions for their preparation, in accordance with the procedure outlined in the following paragraphs of this Section. When the officer's or employee's official headquarters are in the same City as the regional office, the invitation will be issued by the Regional Administrative Services Division.
- B. All of the blank spaces at the top of the cover form (U. S. Standard Form 33 (Revised)) of the invitation should be completely filled in. The name

of the branch or division should be indicated immediately following the name of the department and administration, and then followed on the next line with the building or street address, city and state, and the date of issuance of the invitation. The closing date for the receipt, or the opening date, of bids must be indicated in the space provided therefor, such as "2 o'clock p.m., July 1, 1943." The date indicated should allow, if time will permit, at least a week for the submission of bids and the hour should be such as to give reasonable time for delivery of the first day's mail on the opening date. The name and title of the officer or employee issuing the invitation should be filled in in the spaces provided for them. The name may be typed in or autographed. The blank spaces in the body of the cover form of the invitation must also be filled in. Under the first paragraph, the last sentence should state that "Bids are invited for items numbered 1, 1 a and 2 of the attached specifications." All copies of the invitation must be identical.

- C. An itemized list of the furniture and other household goods to be transported should be attached to each copy of the invitation. Many companies will submit bids based on such an itemized list which would not otherwise do so if required to make an inspection.
- D. All persons and concerns qualified to render the required service should be given an opportunity to bid by mailing a copy of the invitation to each of them. Any other person or concern desiring to submit a bid must be furnished a copy of the invitation upon request. Where it is impossible to invite more than two persons or concerns to submit bids or where only a single bid is received, a detailed statement of the circumstances attending such fact should be submitted. A copy of the invitation should also be posted in a conspicuous place in the lobby of the local Federal or Post Office Building.
- E. In submitting copies of the invitation to prospective bidders, a plain, addressed envelope should be furnished to each one in which to submit their bids. The envelopes should be marked in the lower left-hand corner "Bid - household goods - opening date 2:00 p.m., July 1, 1943," except that the hour and date should be changed to whatever time is set for the opening.

SECTION XIII - BIDS

- A. No bids may be opened until the date and hour stated in the invitation. Any bids inadvertently opened should be held in absolute confidence until such time.
- B. Bids delivered by messenger or in person after the time set for opening cannot be considered in any case and should not be accepted. Likewise, bids received after the time set for opening where envelopes show clearly by the postmark that they were not mailed in sufficient time to have ordinarily been received on time are not for consideration.
- C. Bids received after the time set for opening which show clearly by the postmark that they were mailed in sufficient time, but the delay in receipt was due to a delay in the mails, must be given consideration.

- D. Late bids received by mail which are not for consideration should be returned unopened with a letter of explanation. However, before returning any bids received through the mails, the field officer should ascertain through the local postmaster whether the bids actually were mailed in sufficient time to have been delivered before the time set for opening.
- E. Bids are not for consideration where the bidder fails to affix sufficient postage. Such bids should be turned over to the local postmaster for disposition in accordance with the Postal Regulations.

SECTION XIV - TRANSMITTAL OF BIDS, ETC.

- A. When bids are secured in the field, there should be forwarded promptly after the opening date to the appropriate Regional Administrative Services Division, the following papers and information:
 - 1. All bids received.
 - 2. List of the names and addresses of companies invited to submit bids.
 - 3. Signed statement as to number of dependents, agreement to pay for any costs in excess of limitations, etc.
 - 4. Information as to freight rate on household goods released at lowest valuation.
 - 5. Whether and, if so, where copy of invitation was posted.

SECTION XV - AWARD

- A. Bids secured in Washington will be analyzed by the Procurement Section to determine the lowest bidder, and recommendation of award made to the Division of Purchase, Sales, and Traffic of the Department.
- B. Bids secured in the field will be analyzed and the award made by the Chiefs of the Regional Administrative Services Divisions.

SECTION XVI - NOTICE OF AWARD AND DISTRIBUTION OF COPIES OF ACCEPTED BID

- A. WASHINGTON - After award the following actions will be taken by the Procurement Section:
 - 1. Notify the branch or division of the name of the successful bidder and the item accepted.
 - 2. Mail a signed copy of the accepted bid to the successful bidder.
 - 3. Forward one conformed copy to the branch or division.
 - 4. Forward the original accepted bid and one conformed copy to the Fiscal Division.
 - 5. Mail one conformed copy to the appropriate Regional Administrative Services Division.

6. Retain one conformed copy for its files.

B. FIELD - After award the following actions will be taken by the Regional Administrative Services Divisions:

1. Notify the officer or employee being moved of the name of the successful bidder and the item accepted.
2. Mail a signed copy of the accepted bid to the successful bidder.
3. Forward one conformed copy to the appropriate field office.
4. Forward the original accepted bid and one conformed copy to the Regional Fiscal Division.
5. Mail one conformed copy and a copy of the abstract to the Procurement Section, Administrative Services Division, Washington, D. C.
6. Retain one copy for its files.

C. The original accepted bid should be attached to the voucher and filed with the General Accounting Office by the Fiscal Division or the appropriate Regional Fiscal Division.

SECTION XVII - SHIPMENT

- A. Upon receipt of notice of award, the officer or employee should promptly contact the company and make all arrangements necessary for the transportation of his household goods.
- B. The company should be furnished with a properly executed Government bill of lading.
- C. If transportation is by motor van, the company must furnish a certified weight certificate with its invoice or voucher.

SECTION XVIII - PAYMENT VOUCHERS

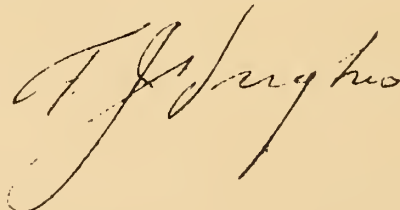
- A. When shipment is by motor van, the company should be furnished with U. S. Standard Forms Nos. 1068 and 1068-a, Public Voucher for Transportation of Freight or Express, on which to submit its account. The voucher should include --
 1. The actual (not estimated) weight.
 2. Itemization of total charges so as to show the charge for each service, such as transportation, packing, crating, unpacking and uncrating.
- B. In case of shipment by rail or water, the company packing, crating and draying the household goods should be furnished with copies of U. S. Standard Forms Nos. 1034 and 1034-a, Public Voucher for Services Other Than Personal, for use in rendering its account.

SECTION XIX - REIMBURSEMENT FOR EXCESS CHARGES

- A. Upon receipt of the transportation voucher, a check will be made by the Fiscal Division or appropriate Regional Fiscal Division to ascertain if the total charges are properly payable by the Government.
- B. If it is found that excess charges are involved, the officer or employee will be advised of the total amount and required to make reimbursement.
- C. Reimbursement should be made preferably by check or money order made payable to the Treasurer of the United States.

SECTION XX - TRANSPORTATION WITHOUT PRIOR AUTHORITY

- A. An officer or employee may personally arrange for the transportation of his household effects upon change of official station - as distinguished from a situation where the Government itself effects the arrangements - without waiting for prior approval by the Secretary of Agriculture, but such action is to be discouraged except in case of an emergency or where the household goods must be removed by a given date in order to avoid payment of another month's rent or to permit occupancy by a new tenant.
- B. When an officer or employee personally arranges for the transportation of his household goods, he assumes full responsibility and must pay all costs incident thereto. The household goods may not be moved on a Government bill of lading since its issuance by proper authority and delivery to the carrier would result in a contract with the United States.
- C. The claim of the officer or employee for reimbursement will be settled on the basis of transportation expenses actually and necessarily incurred within the limitations prescribed by Executive Order No. 8588 as amended April 6, 1942, by Executive Order No. 9122. If the claim covers transportation by motor van, it should be supported with at least three written estimates from concerns for packing, crating, marking, and hauling to freight depot at point of origin for shipment by rail, and also for drayage from freight depot, unpacking, and placing in residence at destination.



Attachments

EXECUTIVE ORDER NO. 8588 AS AMENDED BY EXECUTIVE ORDER 9122

PREScribing REGULATIONS GOVERNING THE PAYMENT OF EXPENSES OF
TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS OF
CERTAIN CIVILIAN OFFICERS AND EMPLOYEES OF THE UNITED STATES

By virtue of and pursuant to the authority vested in me by the act of October 10, 1940, Public No. 839, 76th Congress, entitled "An Act to provide for uniformity of allowances for the transportation of household goods of civilian officers and employees when transferred from one official station to another for permanent duty," I hereby prescribe the following regulations governing the allowance and payment from Government funds of expenses now or hereafter authorized by law for the packing, crating, drayage, transportation, and unpacking of household goods and personal effects of civilian officers and employees of any of the executive departments or establishments of the United States when transferred from one official station to another for permanent duty:

SECTION 1. When any civilian officer or employee of any of the executive departments or establishments of the United States, hereinafter called employee, is transferred from one official station to another for permanent duty and the payment of expenses of transportation of his household goods and other personal effects is authorized by law, such expenses, when specifically authorized or approved by the head of the department or establishment concerned, shall be allowed and paid in accordance with the provisions of these regulations.

SECTION 2. Maximum Allowances for Transportation. (a) Weight: The actual costs of transportation of the household effects and other personal property of the employee, not in excess of 5,000 pounds gross, and of the packing, crates, boxes, lift vans, or other temporary containers required for the shipment, shall be allowed: Provided: That employees who have no dependents living with them shall be entitled to the transportation of household effects and other personal property not in excess of 2,500 pounds gross. Gross weight shall include the net weight of the property and the weight of the usual containers of the property, but shall not include the weight of packing, crates, boxes, or lift vans which have no connection with the property except for the purposes of the immediate shipment and which do not constitute a continuing part of the property of the employee.

For the application of the limitations prescribed by this subsection the gross weight of the property shall be computed as being 80 percent of the combined weight of the property and the packing and crating used for the shipment: Provided, That in case of shipments involving transportation by vessel over all or part of the distance the gross weight of the property shall be computed as being 50 percent of the combined weight of the property and the packing, crating, boxing, and lift vans used for the shipment: And provided further, That when shipment is by motor freight the gross weight of the property shall be the actual weight of the goods transported. Thus, transportation will be allowed at Government expense for property when packed, crated, boxed, or placed in lift vans for shipment, within the following maximum weights:

	Pounds
Employees having dependents living with them:	
Shipment involving transportation by vessel over all or part of route...	10,000
Shipment by rail only.....	6,250

2-Executive Order 8588 as Amended by Executive Order No. 9122

Shipment by motor freight only 5,000
Employees having no dependents living
with them:
Shipment involving transportation by
vessel over all or part of route..... 5,000
Shipment by rail only 3,125
Shipment by motor freight only 2,500

(b) Volume: Where charges for transportation are computed on a basis of measurement rather than weight, charges will be allowed regardless of weight for not to exceed 29 measurement tons of 40 cubic feet each, inclusive of packing, crating, and lift vans: Provided, That employees who have no dependents living with them shall be allowed charges for not to exceed 22 measurement tons.

(c) Weight and Volume on Same Shipment: When shipment must be made over such a route that the transportation necessarily involves charges based upon weight over part of the distance and upon measurement over another part of the distance, the following conditions shall apply: (1) if the weight does not exceed the limitations prescribed in subsection (a) payment shall be allowed for actual charges over the entire distance regardless of whether the measurement is in excess of the limitations imposed by subsection (b): (2) if both weight and measurement are in excess of the prescribed limitations payment shall not be allowed for the excess by weight over that part of the distance where charges are based on weight, or for the excess by measurement over that part of the distance where charges are based on measurement.

SECTION 3. Allowances for Packing, Crating, Unpacking, and Uncrating. The actual costs of packing, crating, unpacking, and uncrating shall be allowed: Provided, That no charges shall be allowed for the packing, crating, unpacking, and uncrating of property in excess of the weight or measurement allowable under Section 2 of these regulations.

SECTION 4. Allowances for Drayage. The actual costs of drayage to and from the common carrier shall be allowed: Provided, That in no case shall costs of drayage be allowed where door-to-door common carrier rates are applicable.

SECTION 5. Means of Shipment. Shipment shall be by the most economical means, taking into consideration the costs of packing, crating, drayage, unpacking, and uncrating: Provided, however, That the employee may have his effects moved by some means other than that determined to be most economical by paying the difference between the lowest available charges and the charges by the preferred means: And provided further, That, when the head of the department or agency determines it to be in the interest of the Government, he may specifically authorize the shipment by express of articles required for immediate use at the new official station (such as professional books, wearing apparel, bedding or kitchen utensils, but not furniture or jewelry), which shall in no case exceed a weight of 500 pounds for employees having dependents living with them or 250 pounds for employees having no dependents living with them. In considering comparative transportation costs as required by this Section, the lowest available motor van charges may be determined by consulting published tariffs or by securing competitive bids, the use of either method to be construed as being determinative of the lowest available rate for motor transportation. (As amended by Executive Order No. 9122.)

SECTION 6. Use of Government Bill of Lading or Purchase Order. Shipment shall be made on Government bill of lading or purchase order whenever possible; otherwise reimbursement shall be made to the employee for transportation expenses actually and necessarily incurred within the limitations prescribed by these regulations. If property in excess of the amount allowable under these regulations is shipped on a Government bill of lading or purchase order with the authorized allowance the employee shall immediately upon completion of the shipment pay to the proper officer of the department or establishment an amount equal to the charge for the transportation of such excess. (As Amended by Executive Order No. 9122.)

SECTION 7. Computation of Excess Costs. Excess costs payable by the employee shall be computed from the total charges according to the ratio of excess weight to the total weight of the shipment.

SECTION 8. Use of Lift Vans. Charges allowable hereunder for packing and crating and for transportation shall include expenses incurred in hiring, transporting, and packing lift vans when shipments are made in whole or in part by water, but shall not include charges in connection with any shipment of empty lift vans or for payment of storage charges or import duties on lift vans.

SECTION 9. Items Not Allowable. For the purposes of these regulations household goods and other personal effects shall not include groceries, provisions, wines, liquors, animals not necessary in the performance of official duties, birds, or automobiles.

SECTION 10. Valuation. The valuation of property as declared for shipping purposes shall not exceed that at which the lowest freight rates will apply. Should the employee desire a higher valuation, he must assume all costs of transportation in excess of the charges at the lowest rate.

SECTION 11. Shipment from Points Other Than Official Station. The expenses of transportation authorized hereunder shall be allowable whether the shipment originates from the employee's last official station or from some previous place of residence, or partially from both: Provided, That the cost to the Government shall not exceed the cost of shipment in one lot by the most economical route from the last official station to the new. Shipments involving a cost greater than that authorized by this section may be made on a Government bill of lading, but the employee shall be required to reimburse the Government for the excess cost immediately upon completion of the shipment. No expenses shall be allowable for the transportation of property acquired en route from the last official station to the new. For the purposes of these regulations, the term "official station" shall be construed to include any point from which the employee commutes daily to his official post of duty. (As Amended by Executive Order No. 9122.)

SECTION 12. Time Limit. All shipments allowable under these regulations shall begin within six months of the effective date of the transfer of the employee unless an extension is specifically granted by the head of the department or establishment. Such an extension shall be approved by the head of the department or establishment within the six months' period during which shipment would otherwise begin and shall in no case be for a period exceeding two years from the effective date of the transfer, except that, for employees who enter upon active military, naval, or Coast Guard duty at any time prior to the expiration

4-Executive Order No. 8588 as Amended by Executive Order No. 9122

of the period within which transportation of their effects is authorized and who are furloughed for the duration of such duty, the extension may be made effective until a date not more than sixty days following the date of termination of the furlough. (As Amended by Executive Order No. 9122.)

SECTION 13. Shipment by American Vessels. All shipments of property by water shall be made on ships registered under the laws of the United States where such ships are available,

SECTION 14. Transfer for Convenience of Employee. If a transfer is made at the request and primarily for the convenience or benefit of an employee, no payment shall be allowed from Government funds for the packing, crating, drayage, transportation, unpacking, or uncrating of the household goods or other personal effects of the employee.

SECTION 15. Preparation of Vouchers. In preparing vouchers for payments under these regulations the following conditions shall be observed:

(a) Statement of Weight: When charges for transportation are based upon weight, the actual (not estimated) weight shall be shown.

(b) Itemization of Charges: Where services rendered cover, in addition to transportation, such other services as packing, crating, drayage, unpacking, and uncrating, the total charge for the services shall be itemized so as to show the charge for each service.

(c) Payment by More Than One Voucher: Where all the services rendered in connection with moving the household effects of an employee are not covered by a single voucher, vouchers covering payment for subsequent charges shall bear a reference to prior vouchers.

SECTION 16. Exemption of Foreign Service Officers. The provisions of these regulations shall not apply to the transportation of effects of officers and employees of the Foreign Service of the Department of State: Provided, That Section 14 shall have full force and effect with respect to such transfers.

SECTION 17. Effective Date. This order shall be effective as of October 10, 1940, and shall be published in the Federal Register.

Franklin D. Roosevelt

The White House,

Nov. 7, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration

INFORMATION IN CONNECTION WITH EXECUTIVE
ORDER NO. 8588, DATED NOVEMBER 7, 1940, AS AMENDED

I have _____ dependents residing in my household.

I (do) (do not) agree to have my household goods transported by the means most economical to the Government.

I (do) (do not) reserve the right to have my household goods moved by some means other than the method most advantageous to the Government.

If the weight and/or measurement of my household goods exceeds the applicable limitation or I elect to have my household goods moved by some means other than the most economical to the Government, I agree to promptly reimburse the Government for all costs of transportation, packing, crating, drayage, unpacking, and uncrating for the amount in excess of such limitation or in excess of the most economical means.

My household goods to be transported do not include any items not allowable under Section 9 of the Order. _____

(Date)

(Signature)

INVITATION, BID, AND ACCEPTANCE

(SHORT FORM CONTRACT)

U. S. DEPARTMENT OF AGRICULTURE FOOD DISTRIBUTION

(Department or establishment)

ADMINISTRATION

(Office or station)

(Address)

(Date)

INVITATION

Sealed bids, in subject to the conditions on the reverse hereof, will be received at this office until o'clock m., and then publicly opened, for furnishing the following supplies, and/or services, for delivery at xx as shown below

(Name)

(Title)

ITEM No.	ARTICLES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
					Dollars	Cents
	Necessary services, materials and equipment to effect the movement of the household goods of the individual named herein in accordance with the attached specifications and property list. Bids are invited for items numbered of the attached specifications.					
	Name of Owner:					
	Property to be shipped from:					
	Property to be shipped to:					
	Hours bidders may inspect property:					
	Approximate date Government desires movement to start:					
	If shipment is by rail, instructions for marking will be furnished with order.					
	Payments made on this contract will be subject to audit and check against the successful bidder's published tariff rates for motor van service (including charges for accessorial service) available to the general public, and any excess payments which are made for any services which were available at such tariff rates will be required to be refunded by the contractor.					

BID

(Date)

In compliance with the above invitation for bids, and subject to all the conditions thereof, the undersigned offers, and agrees, if this bid be accepted within calendar days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered at the point(s) as specified and, unless otherwise specified within calendar days after receipt of order.

Discounts will be allowed for payment as follows: percent 10 calendar days; percent 20 calendar days; percent 30 calendar days.

Bidder Address

By Title
(Signature of person authorized to sign this bid)

ACCEPTANCE BY THE GOVERNMENT

(Date)

Accepted as to items numbered

Name Title

CONDITIONS

1. The Government reserves the right to reject any or all bids, to waive any informality in bids and, unless otherwise specified by the Government or by the bidder, to accept any item in the bid. In case of error in the extension of prices in the bid, the unit prices will govern.

2. Time, in connection with discount offered, will be computed from date of the delivery of the supplies to carrier when final inspection and acceptance are at point of origin, or from date of delivery at destination or point of embarkation when final inspection and acceptance are at those points, or from date correct bill or voucher properly certified by the contractor is received if the latter date is later than the date of delivery.

3. In case of default of the contractor, the Government may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby: *Provided*, That if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefor shall be made at a proper reduction in price.

4. If the contractor refuses or fails to make deliveries of the materials or supplies within the time specified, or any extension thereof, the Government may by written notice terminate the right of the contractor to proceed with deliveries or such part or parts thereof as to which there has been delay. In such event, the Government may purchase similar materials or supplies in the open market or secure the manufacture and delivery of the materials and supplies by contract or otherwise, and the contractor and his sureties (if any) shall be liable to the Government for any excess cost occasioned the Government thereby: *Provided*, That the contractor shall not be charged with any excess cost occasioned the Government by the purchase of materials or supplies in the open market or under other contracts when the delay of the contractor in making deliveries is due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including, but not restricted to, acts of God or of the public enemy, acts of the Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, and delays of a subcontractor due to such causes unless the contracting officer shall determine that the materials or supplies to be furnished under the subcontract are procurable in the open market, if the contractor shall notify the contracting officer in writing of the cause of any

such delay, within 10 days from the beginning thereof, or within such further period as the contracting officer shall, with the approval of the head of the department or his duly authorized representative, prior to the date of final settlement of the contract, grant for the giving of such notice. The contracting officer shall then ascertain the facts and extent of delay, and his findings of fact thereon shall be final and conclusive on the parties hereto, subject only to appeal within 30 days by the contractor to the head of the department concerned or his duly authorized representative, whose decision on such appeal as to the facts of delay shall be final and conclusive, on the parties hereto. As used herein "head of the department" means the head or any assistant head of the executive department or independent establishment involved, and "his duly authorized representative" means any person authorized to act for him other than the contracting officer; and the term "contracting officer" shall include his duly appointed successor or his authorized representative.

5. No Member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom unless it be made with a corporation for its general benefit.

6. Prices bid herein include any Federal tax heretofore imposed by the Congress which is applicable to the material on this bid. If any sales tax, processing tax, adjustment charge, or other taxes or charges are imposed or changed by the Congress after the date set for the opening of this bid, and made applicable directly upon the production, manufacture, or sale of the supplies covered by this bid, and are paid by the contractor on the articles or supplies herein contracted for, then the prices named in this bid will be increased or decreased accordingly, and any amount due the contractor as a result of such change will be charged to the Government and entered on vouchers (or invoices) as separate items.

7. Unless otherwise specified by the bidder, it is understood and agreed that only such unmanufactured articles, materials, and supplies as have been mined or produced in the United States, and only such manufactured articles, materials, and supplies as have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States shall be delivered pursuant to a contract awarded as a result of this bid.

INSTRUCTIONS TO BIDDERS

1. Samples of items, when required, must be furnished, free of expense, prior to the opening of bids, and, if not destroyed, will, upon request, be returned at the bidder's expense.

2. Prices should be stated in units of quantity specified, with packing included.

3. Time of proposed delivery must be stated in definite terms. If time varies for different items the bidder shall so state.

4. Envelops containing bids must be sealed and marked on the upper left-hand corner with the name and address of the bidder and the date and hour of opening, and addressed as instructed.

5. For further instructions read U. S. Standard Form 22 (Instructions to Bidders).

INSTRUCTIONS TO CONTRACTING OFFICERS

1. If shipment is made by Government bill of lading, observe consolidated classification requirements so as to secure the lowest rate applicable.

2. Although this form meets the requirements of a formal contract (R. S. 3744), if the execution of a formal contract with bond is contemplated U. S. Standard Forms 31 and 32 should be used.

3. If there is not sufficient space on the schedule to list all of the items, insert at the bottom of the schedule "Continued on ----- sheets of U. S. Standard Form 36", and use that form also.

4. If it is definitely known that final acceptance cannot be accomplished within 10 or 20 days from date of delivery due to necessity for tests or analyses which cannot be accomplished within that time, delete, before issuance, the discount provision relating to 10 calendar days or to both 10 and 20

calendar days. The provision relating to discounts may also be deleted when funds do not become available so that payment may be made within such time limits.

5. If the contract is likely to involve patent liability, the article on patents as contained in U. S. Standard Form 32 should be used.

6. If the contract provides for liquidated damages, the above Condition No. 4 should be deleted and there should be substituted therefor the article entitled "Delays—Liquidated Damages", quoted in Paragraph 5 of the directions on page 6, U. S. Standard Form 32, modified as follows: Delete "in Article 1", line 2, and if no bond is required, delete "and his sureties", lines 6 and 10; add the last sentence (definitions) of the above Condition No. 4.

UNITED STATES DEPARTMENT OF AGRICULTURE
STANDARD BID SPECIFICATIONS FOR
MOVING HOUSEHOLD GOODS

Bids are invited for moving household goods in accordance with the following specifications and conditions. The items covered by these specifications appear below, and bidder may quote on any or all SPECIFIED ON THE FIRST SHEET OF THIS INVITATION AS BEING OPEN FOR BIDDING.

ITEM 1. PACKING AND CRATING FOR RAIL SHIPMENT.

Quote prices for furnishing all necessary labor, material, and equipment for wrapping and crating the household furniture, and packing, wrapping, or otherwise preparing for shipment the household goods indicated on the attached list, and marking for rail shipment to the destination shown. Carriers' published carload tariffs which authorize shipment of household furniture and effects uncrated will not be considered in shipment of the property herein listed. Therefore, offers to prepare same for shipment under such tariffs will not be for consideration. All packages, boxes, crates, etc., to be moved shall be marked with the owner's name and address as directed. All packing and crating must be of first class quality and accomplished in such manner as to prevent damage in shipment. Freight charges are not to be included in this item.

Bidder must state in the spaces below the approximate number of cubic feet and total weight of the shipment when packed, boxed or crated and the street address of the place at which the goods may be picked up by common carrier.

Cubic feet _____ Total pounds _____

City _____ Street Address _____

Bidder must state the number of calendar days in which he guarantees to complete contract after receipt of notice to proceed.

_____ calendar days. TOTAL BID PRICE FOR ITEM 1....\$ _____

ITEM 1a. DRAYAGE TO LOCAL FREIGHT STATION AT POINT OF ORIGIN.

In addition to the service of packing and crating of the goods the Government may wish the goods hauled to the local freight station or steamship wharf and deposited either on platform or wharf or in freight cars as directed by the Carriers' agent. Bidders are therefore requested to show the additional amount they will charge for this service. Award on this item will only be made in conjunction with an award for packing and crating.

ADDITIONAL AMOUNT FOR ITEM 1a....\$ _____

ITEM 2. PACKING, TRANSPORTING, AND DELIVERING IN COMMERCIAL MOTOR VANS.

Quote price for furnishing all labor, materials, and equipment necessary for packing at point of origin, transporting and delivering in commercial motor vans, unpacking and placing in residence or other specified place at destination the goods shown on the attached list. The shipment must be transferred from point of origin to destination entirely within first-class, padded, waterproof, enclosed vans, and no part thereof must be loaded on tail gates or otherwise than inside of vans. The shipment from point of origin to destination must be in vehicles owned or leased in writing by the bidder and physically operated by and in the name of the bidder. The shipment must not be transferred from vehicles except where, in case of accident or breakdown on route, it becomes necessary to transfer the shipment to other vehicles in order to effect delivery at destination without unreasonable delay; and the bidder must not sublet or assign this transportation service. If a contract is awarded under this item the successful bidder will also be furnished with a Government bill of lading or purchase order, and complete shipping instructions.

Bidder must state in the spaces below the approximate number of cubic feet and total weight of the shipment when packed.

Cubic feet _____ Total weight _____

Bidder must state in the space below the number of calendar days in which he guarantees to complete contract after receipt of notice to proceed.

_____ Calendar days. TOTAL BID PRICE FOR ITEM 2....\$ _____

A. PERFORMANCE

1. Inspection of Goods Prior to Bidding. Bidder may inspect goods during the hours specified, prior to bidding, by making appointment with owner or with agent in charge of the goods.
2. Contractor's Equipment and Facilities. All equipment and other facilities used by the Contractor in fulfilling this contract must be satisfactory to the Contracting Officer or his authorized representative. Packing of household effects in plants where fire hazards are not reduced to a minimum will not be permitted.
3. Skilled Labor. Labor employed shall be experienced and skillful in packing and crating household effects, and truckmen employed in hauling shall be experienced and skillful in handling household effects. The use of inexperienced workmen will be considered sufficient justification for cancellation of the contract, at option of the Contracting Officer,
4. Time of Pickup and Delivery. Pickup of effects at residence for packing or crating or for hauling by van shall be made between the hours of 8:00 a.m. and 6:00 p.m., unless otherwise specified or agreed to by the owner of the goods. The delivery of household effects to residence shall also be made between the hours of 8:00 a.m. and 6:00 p.m., unless otherwise specified or agreed to by the owner.

5. Inventory Requirements.

(a) At the time the household effects are received by the contractor, a careful inventory, in triplicate, shall be taken by him in the presence of and in conjunction with the owner of the household effects or his agent. (If, however, it is impossible for the owner or his agent to be present, the contractor shall indicate same and take the inventory alone.)

(b) At the time inventory is made, the Contractor will use due diligence to record in the inventory any UNUSUAL condition of the effects so received. Notation should be made when practical as to whether electric refrigerators, radios, etc., are in operating condition. Notations should be made opposite items on the inventory where scratches or gouges are noted on articles or effects, and of any other damage, or any articles which are broken.

(c) Contractor shall furnish promptly to the Officer placing the order, an inventory list of all items received, bearing the signature of the owner or his agent, certifying to the correctness of the inventory at the time the Contractor received the effects. (If, however, it is impossible for the owner or his agent to be present, the certification is waived). The second copy of the inventory shall be furnished to the owner or his agent. The third copy shall be retained by the contractor.

6. Improper Performance. Violation or improper performance of the requirements and conditions of any contract awarded as a result of this advertisement shall be sufficient cause to remove the contractor's name from the Department's mailing list of those qualified to receive future invitations to bid on moving household goods.

B. LIABILITY. The successful bidder or bidders receiving awards under any of the items called for herein shall reimburse the owner of the household effects for any damage sustained to such effects due to negligent performance of services of packing, crating, hauling, and unpacking. The bidder shall state in the following space the amount of this liability to owner which is covered by insurance, the name of the company, and the policy number:

Insurance Company. _____
Policy Number. _____
Amount of Liability: \$ _____ per _____.

C. COMPLIANCE WITH MOTOR CARRIER ACT. If the services covered by the bidder's offer involve interstate movement by motor carrier, only bidders eligible under the provisions of Part II of the Interstate Commerce Act (Motor Carrier Act, 1935, approved August 9, 1935, and as amended June 23, 1938, June 29, 1938, and September 18, 1940) may receive an award under that item. Submission of a bid in accordance with the above paragraph shall constitute a representation by the carrier that he is authorized to perform the contract under the requirements of the Motor Carrier Act, as amended. The carrier's lawful authority must cover the transportation of the commodity named herein over the route or routes involved in his bid.

D. EXCEPTION. Condition 4 on the reverse side of U. S. Standard Form 33 will not form a part of any contract made as a result of this invitation for bids.

GENERAL CONDITIONS

1. EIGHT-HOUR LAW--OVERTIME COMPENSATION--CONVICT LABOR. (a) No laborer or mechanic doing any part of the work contemplated by this contract, in the employ of the contractor or any subcontractor contracting for any part of said work contemplated, shall be required or permitted to work more than eight hours in any one calendar day upon such work at the site thereof, except upon the condition that compensation is paid to such laborer or mechanic in accordance with the provisions of this article. The wages of every laborer and mechanic employed by the contractor or any subcontractor engaged in the performance of this contract shall be computed on a basic day rate of eight hours per day and work in excess of eight hours per day is permitted only upon the condition that every such laborer and mechanic shall be compensated for all hours worked in excess of eight hours per day at not less than one and one-half times the basic rate of pay. For each violation of the requirements of this article a penalty of five dollars shall be imposed upon the contractor for each laborer or mechanic for every calendar day in which such employee is required or permitted to labor more than eight hours upon said work without receiving compensation computed in accordance with this article, and all penalties thus imposed shall be withheld for the use and benefit of the Government: Provided, That this stipulation shall be subject in all respects to the exceptions and provisions of U. S. Code, Title 40, Sections 321, 324, 325, and 326, relating to hours of labor, as in part modified by the provisions of Section 303 of Public Act No. 781, 76th Congress, approved September 9, 1940, relating to compensation for overtime.

The above paragraph has no application to transportation by land or water, transmission of intelligence, the purchase of supplies, whether manufactured to conform to particular specifications or not, or to materials or articles which may usually be bought in the open market.

The contractor shall not employ any person undergoing sentence of imprisonment at hard labor.

2. TELEGRAPHIC BIDS. Unless otherwise provided for, telegraphic bids will not be considered, but modifications by telegraph of bids already submitted will be considered, if received prior to the hour set for opening.
3. WEIGHT CERTIFICATION. Contractors invoices under Item 2 must be accompanied by a weigh master's certificate showing exact weight of the shipment.
4. REQUIRED CERTIFICATION. Each bidder receiving award under this invitation shall be required to execute the certificate quoted below in connection with the submission of his account on Government Standard Voucher form or on his own original bill of sale or invoice. The required certificate must be executed on the voucher or invoice. It will not be acceptable when executed separately and attached.

I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and that State or local sales taxes are not included in the amounts billed.

Household goods belonging to James D. Doe
3721 - 26th Street, N.E., Washington, D.C.
To be transported to Memphis, Tennessee

Living Room

3 Occasional Chairs
2 Overstuffed Chairs
1 Davenport- 3 Cushion
1 Ladies' Desk
2 Floor Lamps
1 Table Lamp
1 Upright Piano
1 Piano Stool
2 Cabinet Radios
1 Table Model Radio
1 Rocker
1 Large Rug
1 Large Rug, Pad
1 Settee
1 End Table
1 Library Table
1 Telephone Stand & Chair
16 Hand Paintings
9 Vases
1 Small Knee Hole Desk

Dining Room

1 Buffet
4 Straight Chairs
1 China Closet
1 Large Rug
1 Server
1 Extension Table
8 Cut Glasses
110 China Pieces

Bed Room

2 Double Beds, Springs & Mattress
1 Single Bed, Spring & Mattress
1 Box Springs for Double Bed
1 Boudoir Chair
1 Rocker Chair
1 Chest of Drawers
1 Chiffonier

Bed Room (Cont'd)

1 Dresser
1 Vanity Dresser
1 Vanity Dresser Bench
2 Table Lamps
1 Extra Mattress for Double Bed
1 Night Table
10 Small Rugs
2 Suitcases
2 Steamer Trunks
1 Folding Roll-away Cot

Kitchen

4 Breakfast Suite Chairs
1 Breakfast Suite Table
5 Bundles Brooms & Mops
1 Chair
1 Ironing Board
1 Electric Range
1 Electric Refrigerator
2 Tables
1 Electric Waffle
2 Toasters
1 Mix Master

Miscellaneous

2 Ash Cans
1 Bicycle
1 Folding Cot
4 Garden Hose & Tools
1 Lawn Mower
1 Health Machine
1 Porch Rocker
1 Sewing Machine
1 Tool Chest
2 Tubs
1 Vacuum Cleaner
1 Work Bench
1 Typewriter

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UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD DISTRIBUTION ADMINISTRATION
Washington, D. C.



June 8, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 23
Supplement 1

To: Branch and Division Chiefs and Regional Administrators
From: F. J. Hughes, Chief, Administrative Services Division
Subject: Transportation of Household Goods

SECTION I - ITEMS NOT ALLOWABLE

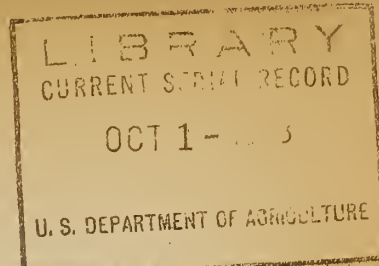
- A. Section 9 of Executive Order No. 8588 of November 7, 1940 is amended by Executive Order No. 9348 dated June 3, 1943 to read as follows:

"For the purposes of these regulations, household goods and other personal effects shall not include groceries, provisions, wines, liquors, animals not necessary in performance of official duties, birds, or automobiles; Provided, that during the period of Government rationing of foods, groceries and provisions may be included and be transported within the weight limitations established by these regulations."

- B. The last paragraph of the statement "Information in Connection with Executive Order No. 8588 Dated November 7, 1940 as Amended" attached to Administrative Services Division Memorandum No. 23 should be deleted until such time as foods are no longer rationed.

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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.



September 15, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 23
Supplement 2

TO: Branch and Division Chiefs and Regional Directors
FROM: F. J. Hughes, Chief, Administrative Services Division
SUBJECT: Transportation of Household Goods

SECTION I - GENERAL

- A. The purpose of this Supplement is chiefly to provide clarification concerning, and procedure governing, the transportation of household goods of officers and employees when transferred from one official station to another for permanent duty, and where movement must be begun before the papers can be processed for handling under normal procedure.
- B. The procedure outlined in this Supplement for handling emergency cases shall not be considered as superseding but merely supplementing the procedure stated in Administrative Services Division Memorandum No. 23. The normal procedure of securing formal bids and making award shall be followed whenever feasible to do so. When household goods are to be transported otherwise, the officer or employee should be fully informed of the actions which will be required of him.

SECTION II - TRANSPORTATION WITH PRIOR APPROVAL

- A. As a general rule, if action is taken to secure bids simultaneously with the submission of the letter of authorization for approval, they should be received by the time the letter is approved. The need, therefore, for deviating from the normal procedure should be unnecessary, except in very unusual circumstances.
- B. When it is necessary for an officer or employee to move his household goods prior to the securing of bids, because of failure to initiate action simultaneously with the submission of the letter of authorization, he may have his effects moved immediately by motor van or packed, crated, and labeled (and also hauled to the freight depot if carrier does not render pick-up service) for shipment by rail by paying the difference, if any, between the charges for such method and the lowest charges available to the Government.

- C. Where bids were solicited but movement of the household goods had to be begun before they were received, opened and award made, the bids so received may be used in determining the lowest cost available to the Government. However, if an invitation for bids was not released before movement of the household goods began, the officer or employee shall secure and furnish at least three written quotations, if possible, for crating, packing, and marking (and also for hauling to freight depot if carrier does not render pick-up service) for shipment by rail and for drayage (if service is not performed by carrier) and unpacking at destination. Quotations for movement by motor van are not mandatory. Section 5 of Executive Order No. 8588, as amended by Executive Order No. 9122, provides that --

"In considering comparative transportation costs as required by this Section, the lowest available motor van charges may be determined by consulting published tariffs or by securing competitive bids, the use of either method to be construed as being determinative of the lowest available rate for motor transportation."

SECTION III - TRANSPORTATION WITHOUT PRIOR APPROVAL

- A. When an officer or employee is obliged or desires to effect movement of his household goods before approval can be secured of the letter of authorization, he may do so in accordance with the procedure outlined under Section XX of Administrative Services Division Memorandum No. 25.
- B. The officer or employee should clearly understand that all expenses in connection with the movement of his household goods must be borne by him and he may file a claim on Standard Form No. 1034 for reimbursement on the basis of transportation expenses actually and necessarily incurred within the limitation prescribed by Executive Order No. 8588, as amended April 6, 1942 by Executive Order No. 9122. He should also understand that such claim must be referred to the Claims Division of the General Accounting Office and it may take from three to six months to effect settlement.
- C. The provisions of Paragraph C under Section II of this Supplement will also apply with respect to the movement of household goods without prior approval.

SECTION IV - EMPLOYEES TRANSFERRED TO FDA

1. Payment of expenses for transportation of household goods may not be made in connection with the transfer of an employee from agencies outside of the Federal Food Administration or the Department of Agriculture under the provisions of Executive Order No. 8588, as amended by Executive Order No. 9122.

- B. Expenses for the transportation of household goods of employees transferred from other offices and/or bureaus of the War Food Administration or the Department of Agriculture may be paid in meritorious cases.
- C. When it is proposed that the expenses for moving the employee's household goods shall be borne by the Administration, a recommendation shall be submitted by the Branch or Division Chief or Regional Director for consideration and approval by the Director or such subordinate official as he may designate. Such recommendation must clearly show that the employee is not being transferred to the Administration to serve his personal interest but that the transfer involved and the expenses to be incurred incident thereto are solely in the interest of the Administration. A similar statement must be made in the Letter of Authorization but in support thereof all the facts present should be submitted in a letter of transmittal in order that the matter may be given proper consideration.

SECTION V - TRANSFER OF EMPLOYEES BETWEEN REGIONS AND TO OR FROM WASHINGTON

- A. When an officer or employee is to be transferred from one Region to another or to or from the Washington office, the Region or Washington office requesting the transfer shall initiate the Letter of Authorization and secure the necessary personnel approval.
- B. The bids for transportation of the officer's or employee's household goods will be secured and the award made by —
 - 1. The region from which he is being transferred, if the transfer is from a Region; or
 - 2. The Procurement Section, Administrative Services Division, upon request from the Branch or Division concerned, if the transfer is from the Washington office.

Such Region/Procurement Section shall also render any other assistance necessary to effect proper transportation of the household goods.

- C. The complete bid docket, including the accepted bid, shall be forwarded promptly to the Regional Administrative Services Division of the Region requesting the transfer, or to the Procurement Section if the transfer is requested by a Branch or Division in Washington.

SECTION VI - DISCRIMINATORY EMPLOYMENT PRACTICES

- A. On May 27, 1943, the President issued Executive Order No. 9346, 8 Federal Register, 7183, establishing a new Committee on Fair Employment Practice and providing certain regulations looking toward the elimination of discriminatory employment practices. The Executive Order reads in part as follows:

"NOW, THEREFORE, by virtue of the authority vested in me by the Constitution and statutes, and as President of the United States and Commander in Chief of the Army and Navy, I do hereby reaffirm the policy of the United States that there shall be no discrimination in the employment of any person in war industries or in Government by reason of race, creed, color, or national origin, and I do hereby declare that it is the duty of all employers, including the several Federal departments and agencies, and all labor organizations, in furtherance of this policy and of this Order, to eliminate discrimination in regard to hire tenure, terms or conditions of employment, or union membership because of race, creed, color, or national origin.


"It is hereby ordered as follows:

"1. All contracting agencies of the Government of the United States shall include in all contracts hereafter negotiated or re-negotiated by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of race, creed, color, or national origin, and requiring him to include a similar provision in all subcontracts."

SECTION VII - INVITATIONS FOR BIDS

- A. Effective immediately all invitations for bids covering the transportation of household goods shall contain a provision similar to the following:

"The contractor, in the performance of this contract, shall not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor shall include in all subcontracts a provision imposing a like obligation on subcontractors."



F-997